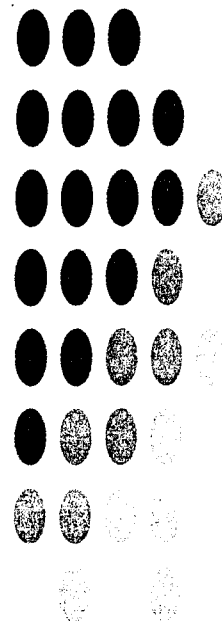
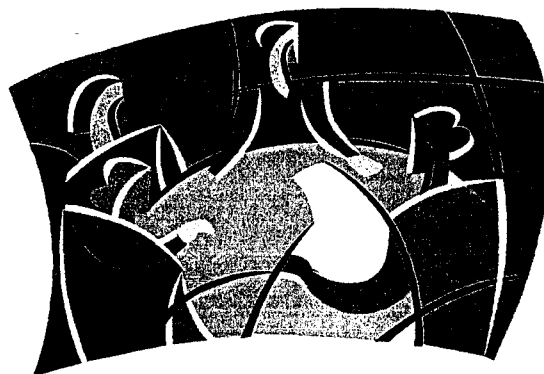




## **Affirmative Employment Program Fiscal Year 2004**

# **Civil Rights**

## **Annual EEO Program Status Report MD-715**



Prepared by:  
Natural Resources Conservation Service  
Civil Rights Division  
5601 Sunnyside Avenue  
Beltsville, Maryland 20705

United States Department of Agriculture



Natural Resources Conservation Service  
P.O. Box 2890  
Washington, D.C. 20013

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MAR 15 2005

SUBJECT: EOP - The Natural Resources Conservation Service Fiscal Year 2004  
Annual Equal Employment Opportunity Program Status Report

TO: Sadhra G. True  
Director  
Office of Civil Rights

File Code: 230

In accordance with the Equal Employment Opportunity Commission Management Directive 715 (MD-715), the Natural Resources Conservation Service Fiscal Year 2004 Annual EEO Program Status Report is attached for your review.

Due to the new MD-715 reporting requirements, some of the information requested is not available at the present time from the National Finance Center data reports, and is indicated accordingly in the report.

If you have any questions, please contact Andrew Johnson, Jr., Director, Civil Rights Division, at (301) 504-2180.

A handwritten signature in black ink, appearing to read "Bruce I. Knight", is written over a large, stylized oval.

BRUCE I. KNIGHT  
Chief

Attachment

**EEOC FORM  
715-01 PART A - D  
U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**For period covering October 1, 2003 to September 30, 2004.**

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. U.S. Department of Agriculture</b>	
	1.a. 2 <sup>nd</sup> level reporting component		<b>1.a. Natural Resources Conservation Service</b>	
	1.b. 3 <sup>rd</sup> level reporting component			
	1.c. 4 <sup>th</sup> level reporting component			
	<b>2. Address</b>		<b>2. 5601 Sunnyside Avenue</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Beltsville, MD 20705</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. DA</b>	<b>5. 16</b>
<b>PART B</b>  Total Employment	1. Enter total number of permanent full-time and part-time employees			<b>1. 12,211</b>
	2. Enter total number of temporary employees			<b>2. N/A</b>
	3. Enter total number employees paid from non-appropriated funds			<b>3. -0-</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 12,211</b>
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		<b>1. Chief, Natural Resources Conservation Service</b>	
	2. Agency Head Designee		<b>2. Bruce I. Knight</b>	
	3. Principal EEO Director/Official Official Title/series/grade		<b>3. Andrew Johnson, Jr. Director, Civil Rights Division/GS-0260-15</b>	
	4. Title VII Affirmative EEO Program Official		<b>4. Arthur Horton, Policy Branch Team Leader</b>	
	5. Section 501 Affirmative Action Program Official		<b>5. Sharyn Alvarez, National Federal Women Program Manager</b>	
	6. Complaint Processing Program Manager		<b>6. Shirley Fletcher, Acting Complaints Program Team Leader</b>	
	7. Other Responsible EEO Staff		<b>7. Susan H. Flanagan, Equal Opportunity Specialist</b>	

**EEOC FORM  
715-01 PART A - D  
U.S. Equal Employment Opportunity Commission**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

<b>PART D</b>	<b>Subordinate Component and Location (City/State)</b>	<b>CPDF and FIPS codes</b>	
List of Subordinate Components Covered in This Report			
<b>*None</b>			

**EEOC FORMS and Documents Included With This Report**

*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	
Brief paragraph describing the Agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement	X
Summary of results of Agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	X
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	X
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables, as necessary, to support Executive Summary and/or EEO Plans	X
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report, as necessary, to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	X
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	X
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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**Natural Resources Conservation Service**

For Period Covering October 1, 2003, to September 30, 2004.

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**EXECUTIVE SUMMARY**

This is the Natural Resources Conservation Service's (NRCS) Fiscal Year (FY) 2004 Federal Agency Annual EEO Program Status Report. This report is prepared in accordance with the Equal Employment Opportunity Commission (EEOC) Management Directive (MD-715). This report provides an assessment of the progress made by NRCS in achieving objectives to identify and eliminate barriers to the equitable participation of women, minorities and persons with disabilities in the Agency workforce.

**Natural Resources Conservation Service Mission**

NRCS puts nearly 70 years of experience to work in assisting owners of America's private land with conserving their soil, water, and other natural resources. Local, state and federal agencies and policy makers also rely on our expertise. We deliver technical assistance based on sound science and suited to a customer's specific needs. Cost shares and financial incentives are available in some cases. Most work is done with local partners. Our partnership with local conservation districts serves almost every county in the nation, and the Caribbean and Pacific Basin. Participation in our programs is voluntary. It is NRCS mission to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. It is NRCS vision to create harmony between people and the land.

**Summary of Self-Assessment**

NRCS is committed to addressing the under representation of women, minorities and persons with disabilities and has developed a national recruitment/retention strategy designed to strengthen our resolve to improve the diversity of our Agency. As this report indicates, progress is being made in addressing the disparity of the workforce representation, compared to the Civilian Labor Force (CLF). The following analysis provides additional details on the demographics of the NRCS workforce.

## Summary of Workforce Analysis

Some findings in this report are as follows:

- The overall NRCS workforce increased by 224 employees, going from 11,987 in FY 2003 to 12,211 in FY 2004 representing a 1.9 percent increase in the overall workforce.
- All EEO groups experienced an increase in the total number of employees in their group, except Asian American/Pacific Islander males, which lost 2 employees.
- Female representation experienced an increase in each EEO group. The largest net increase was experienced by Asian American/Pacific Islander females, which increased by 4 employees resulting in a 9.1 percent increase in their group. The second largest net increase was experienced by American Indian/Alaska Native females which increased by 7 employees resulting in a 7.5 percent increase in their group. Third largest net increase was experienced by Hispanic females, which increased by 8 employees resulting in a 5.8 percent increase in their group. Fourth largest net increase was experienced by Black females which increased by 17 employees resulting in a 4.5 increase in their group. White females followed with an increase of 125 employees resulting in a net increase of 4.3 percent.
- American Indian/Alaska Native males increased by 6 employees resulting in a 2.6 percent net increase in their group. Hispanic males increased by 6 employees resulting in 1.9 percent increase in their group, and Black males increased their representation by 10 employees resulting in a 1.7 percent increase to their group.
- The Professional Occupational workforce consists of the largest number of employees in NRCS at 7,921, with a representation of Hispanic males, Black males and American Indian/Alaska Native male and American Indian/Alaska Native female representation above the national CLF.
- The Technical Occupational workforce consists of the second largest number of NRCS employees at 2,535, with a representation of American Indian/Alaska Native male and female representation above the national CLF.
- The Administrative Occupational workforce consists of the third largest number of employees at 916, with a representation of White females, Black males, Black females, American Indian/Alaska Native male and American Indian/Alaska Native female representation above the national CLF.
- The majority of NRCS employees are represented at the GS-11 and GS-12 grade levels with 23.3 and 24.9 percent employment rate respectively.

NRCS has 13 Major Occupational Series which consist of 100 or more employees, (see table A6). Six (6) of those major occupational series listed under the professional job categories below, are compared to the "Professional Occupational" Relevant Civilian Labor Force (RCLF) data from the 1990 Census<sup>1</sup> and include:

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<sup>1</sup> The RCLF data includes the race, sex, and national origin breakdown of the population that is employed in that specific professional occupational series. For instance, Table A6 compares NRCS Soil Conservationist series against the labor force population of those who work in the Forestry and Conservation Scientist occupations. Using the RCLF data gives a clearer snapshot of the population breakdown of employees whose duties are similar, rather than comparing the Soil Conservationist series to the entire CLF of Professional employees. The most current RCLF data available comes from the 1990 Census.

### **NRCS Major Occupations:**

1. Soil Conservationist, GS-0457 consist of 4,391 employees. Asian American/Pacific Islander males are the only under represented group.
2. Soil Scientist, GS-0470 consist of 934 employees. Hispanic male, Hispanic female, White female, Black female, Asian American/Pacific Islander male, and Asian American/Pacific Islander female representation are below the CLF. There are no American Indian/Alaska Native female GS-0470 employees.
3. General Biological Science, GS-0401 consist of 875 employees. Hispanic females, White females, Black females, Asian American/Pacific Islander male and Asian American/Pacific Islander female representation are below the CLF.
4. Civil Engineering, GS-0801 consists of 562 employees. Hispanic males, Black males, Asian American/Pacific Islander male and Asian American Pacific Islander female employee representation are below the CLF.
5. Rangeland Management Specilists, GS-0454 consists of 268 employees. Black male representation is below the CLF. There are no Black female, Asian American/Pacific Islander male or Asian American/Pacific Islander female employees in this occupational series.
6. Agricultural Engineer, GS-0890 consists of 249 employees. Hispanic male, Black female, Asian American/Pacific Islander male and Asian American/Pacific Islander female representation is below the CLF.

Of the 18 involuntary separations that occurred in NRCS for FY 2004, 7 were White males, 8 were White females, 1 was a Hispanic female, 1 was a Black male and 1 was a Black female.

NRCS currently has 996 employees with disabilities. 134 of these employees are identified with targeted disabilities, which consists of an increase of 2.3 percent of the Agency workforce with targeted disabilities. However, NRCS representation of employees with targeted disabilities remains at 1 percent which is below the federal target of 2.27 percent of employees with targeted disabilities.

### **Summary of EEO Plan Objectives**

Ensure civil rights goals and action plans are incorporated into NRCS Strategic Plan and implemented by senior managers.

Develop a schedule of regular meetings between the Director Civil Rights Division and Director Human Resource Management Division to ensure personnel policies and procedures are in accordance with the new EEOC Management Directive (MD-715).

Ensure all managers and supervisors understand NRCS policies and procedures for providing reasonable accommodations.

### **Summary of EEO Plan Action Items**

NRCS Civil Rights Division will have representation on the Agency's Strategic Planning and Business Planning Committees.

Directors of Civil Rights division and Human Resource Management Division will meet to discuss establishing an appropriate team to establish a process for collecting personnel information as required by EEOC Management Directive (MD-715).

NRCS Civil Rights Division will develop a recruitment strategy specifically for students with disabilities.



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EEOC FORM  
715-01 PART F

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Andrew Johnson, Jr., Director, Civil Rights Division am the  
GS-0260-15

(Insert name  
above)

(Insert official  
title/series/grade above)

Principal EEO Director/Official  
for

U.S. Department of Agriculture, Natural Resources  
Conservation Service

The Agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The Agency has also analyzed its workforce profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure, or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

MAR 15 2005

\_\_\_\_\_  
Signature of Principal EEO Director/Official  
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with  
EEO MD-715.

\_\_\_\_\_  
Date

MAR 15 2005

\_\_\_\_\_  
Signature of Agency Head or Agency Head Designee

\_\_\_\_\_  
Date

United States Department of Agriculture



Natural Resources Conservation Service  
P.O. Box 2890  
Washington, D.C. 20013

DEC 07 2004

SUBJECT: EOP - Civil Rights Policy Statement

TO: All NRCS Employees

File Code: 230

The Natural Resources Conservation Service (NRCS) is committed to ensure that all of its employees, prospective employees, customers, and prospective customers are provided a positive and professional work environment that offers program delivery services in a fair, equitable, and respectful manner.

As Chief, I am firmly committed to ensuring that NRCS leadership and employees comply with the Department of Agriculture's (USDA) Civil Rights compliance and Equal Employment Opportunity policy by treating everyone in a fair and equitable manner regardless of their race, color, national origin, sex, religion, age, disability, sexual orientation, marital or family status, political beliefs, parental status, or protected genetic information.

Civil Rights is a responsibility that we all must share and adhere to. I expect everyone associated with NRCS to comply with every aspect of our Nation's Civil Rights laws and policies. Those who do not will be held accountable through the appropriate disciplinary action. As NRCS managers, supervisors, and employees, we cannot be effective without being fair. We cannot be responsive to the needs of our customers without being sensitive to the human issues we are faced with in our day-to-day operations.

These principles require swift, reasonable, and credible processes for addressing and remedying deficiencies, which also may include consistent education and outreach efforts to ensure that Civil Rights laws, rules, and regulations are enforced. This must be our vision, our mission, our goal, and our commitment. We must continue to strive and promote a workplace and society that is free from discrimination and harassment.

Your support and commitment to this policy will enable NRCS to create a better workplace for all employees, and deliver programs and services to all people of this Nation. I look forward to receiving your support in fulfilling our goals.

A handwritten signature in black ink, appearing to read "Bruce I. Knight", is written over a horizontal line.

BRUCE I. KNIGHT  
Chief

United States Department of Agriculture



Natural Resources Conservation Service  
P.O. Box 2890  
Washington, D.C. 20013

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DEC 07 2004

SUBJECT: EOP – Sexual Harassment Policy

TO: All NRCS Employees

File Code: 230

The Natural Resources Conservation Service (NRCS) is committed to ensuring a work environment that is free of sexual harassment. It is the policy of NRCS to enforce a “zero tolerance” policy for such behavior.

As Chief, I am committed to ensuring that NRCS employees and customers, male and female, are permitted to work in an environment that is free from sexual harassment and from retaliation for reporting such harassment. Sexual Harassment is illegal, and is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964.

For the purpose of this policy statement, sexual harassment is defined as:

*Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct, explicitly or implicitly, affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.*

Managers and supervisors are responsible for ensuring that the work environment is free from discrimination. To do otherwise is not acceptable and will not be tolerated. These officials must take prompt and appropriate action when sexual harassment is alleged. It is also important to safeguard and be sensitive to every employee's right to work in an environment that is free of offensive misconduct. Reports of violations must be examined immediately, and resolved swiftly, consistently, and fairly. Reprisal against any person alleging sexual harassment should be taken seriously. Any NRCS employee who is found to have engaged in sexual harassment is subject to immediate disciplinary action up to and including removal.

All NRCS employees, customers, and others performing official work or receiving assistance are required to fully adhere to this policy. Managers and supervisors should post this notice on bulletin boards in prominent locations in all NRCS worksites as a continual reminder that sexual harassment, in any form, is unacceptable behavior and a violation of the law.

Page 2

Employees who believe they have been subjected to sexual harassment should report the act to their supervisors. Advice on how to handle sexual harassment complaints can be sought from your Equal Employment Opportunity Counselor, National Federal Women's Program Manager, or the Agency's Civil Rights Director. Please contact the Civil Rights Division at 1-866-NRCS395; (301) 504-2181; or (301) 504-2439 (voice or TTY) for assistance.

A handwritten signature in black ink, appearing to read "Bruce I. Knight", with a large, stylized loop at the end.

BRUCE I. KNIGHT  
Chief

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is an under representation of Asian American/Pacific Islander males and females in NRCS major occupational workforce, including Soil Scientist, GS-470; General Biological Scientist, GS-401; Civil Engineer, GS-801 and Agricultural Engineer, GS-890, with no representation in the Rangeland Management Specialist, GS-454 series.
OBJECTIVE:	Increase the representation of Asian American/Pacific Islander male and female employees in the GS-470, GS-401, GS-801, GS-890 and GS-454 occupational series.
RESPONSIBLE OFFICIAL:	Director, Civil Rights Division and Director, Human Resource Management Division
DATE OBJECTIVE INITIATED:	May 6, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Develop a specific recruitment and retention plan for increasing the representation of Asian American/Pacific Islanders in NRCS major occupational series.	July 30, 2005
Identify employees in the Civil Rights Division and the Human Resource Management Division who will carry out the recruitment and retention plan for increasing the representation of Asian Americans in NRCS workforce.	September 1, 2005
Initiate upward mobility/ training programs to assist NRCS Asian American/Pacific Islander employees promotional opportunities	September 30, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
The Civil Rights Division recently changed the Asian American/Pacific Islander Special Emphasis Program Manager (SEPM) position from a collateral part-time position to a full time position, in order to place full-time efforts at increasing the representation of Asian Americans in NRCS workforce.	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Asian American/Pacific Islanders and other minorities feel that they are not welcome in the offices where they are assigned.
OBJECTIVE:	Train managers and supervisors on cultural diversity and sensitivity.
RESPONSIBLE OFFICIAL:	Director, Civil Rights Division
DATE OBJECTIVE INITIATED:	May 6, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Managers and supervisors as well as employees need to be trained on cultural diversity	September 30, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
NRCS has just posted civil rights training in each employees AgLearn training site entitled "Cultural Diversity in the Workplace." All NRCS employees are required to complete this training my September 30, 2005	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	NRCS total Asian American/Pacific Islander representation in the workforce is well below the national civilian labor force.
OBJECTIVE:	Increase the representation of Asian American/Pacific Islander employees in the workforce.
RESPONSIBLE OFFICIAL:	Director, Civil Rights Division and Director, Human Resource Management Division
DATE OBJECTIVE INITIATED:	May 6, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Develop a modification or amendment to the Relocation Services program (NRCS National Bulletin No. 250-9-17 and Public Law 98-151 allowing ALL qualified USDA employees entitlements to Relocation Service) including Pacific Basin and Native Hawaiian employees.	September, 30 2006
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is an under representation of Hispanic males in the Soil Scientist, GS-470 and Agricultural Engineer, GS-890 major occupational series. There is also an under representation of Hispanic females in the Soil Scientist, GS-470 and the General Biological Scientist, GS-401 major occupations series.
OBJECTIVE:	Increase the representation of Hispanic male and female employees in the Soil Scientist, Agricultural Engineer and General Biological Scientist job categories.
RESPONSIBLE OFFICIAL:	Director, Civil Rights Division and Director, Human Resource Management Division
DATE OBJECTIVE INITIATED:	May 6, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Develop a specific recruitment and retention plan for increasing the representation of Hispanics in NRCS major occupational series.	July 30, 2005
Identify employees in the Civil Rights Division and the Human Resource Management Division who will carry out the recruitment and retention plan for increasing the representation of Hispanics in NRCS workforce.	September 1, 2005
Initiate upward mobility/ training programs to assist NRCS Hispanic employees promotional opportunities	September 30, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	



EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2004 Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There is an under representation of females in general in the Soil Science, GS-470; and General Biological Science, GS-401 major occupational series for NRCS.
OBJECTIVE:	Increase the representation of females in the GS-470 and GS-401 major occupational series.
RESPONSIBLE OFFICIAL:	Director, Civil Rights Division and Director, Human Resource Management Division
DATE OBJECTIVE INITIATED:	May 6, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 1, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop a specific recruitment and retention plan for increasing the representation of females in NRCS major occupational series.	July 30, 2005
Identify employees in the Civil Rights Division and the Human Resource Management Division who will carry out the recruitment and retention plan for increasing the representation of Hispanics in NRCS workforce.	September 1, 2005
Initiate upward mobility/ training programs to assist NRCS female employees promotional opportunities	September 30, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	There are no Civil Rights goals or action plans incorporated into the NRCS Strategic Plan.
OBJECTIVE:	Ensure Civil Rights goals and action plans are incorporated into the NRCS Strategic Plan and implemented by senior managers.
RESPONSIBLE OFFICIAL:	Directors, Civil Rights Division & Deputy Chief for Strategic Planning and Accountability
DATE OBJECTIVE INITIATED:	August 19, 2004
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2005
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Submit Civil Rights Strategic Goal for incorporation into the NRCS Strategic Plan.	August 19, 2004
Identify employees in the Civil Rights Division to serve as representatives on the NRCS Strategic Planning and Business Planning Committees.	Convening date of next meeting
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
A Civil Rights Goal has been developed and submitted to the Deputy Chief for Strategic Planning and Accountability for inclusion in the Agency's Business Plan.	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

FY 2004 <b>Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	The Civil Rights Division (CRD) and the Human Resources Management Division (HRMD) do not currently meet regularly to review and assess whether personnel programs, policies and procedures are in accordance with the requirements of EEOC's Management Directive MD-715.
OBJECTIVE:	To develop a schedule of regular meetings between CRD and HRMD to ensure personnel policies and procedures are in accordance with the new EEOC MD-715 requirements.
RESPONSIBLE OFFICIAL:	Directors, CRD and HRMD
DATE OBJECTIVE INITIATED:	April 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
The Directors for the CRD and HRMD will meet to establish a working group to identify and recommend initiatives in order to comply with new MD-715 requirements, including but not limited to.	February 25, 2005
Identify and establish the working group.	March 18, 2005
Develop time tables and procedures to identify and track race, sex, national origin, and persons with disabilities data regarding applicant pools, merit promotions, employee recognition awards, separations, employee training and development, etc. in accordance with EEOC MD-715.	June 1, 2005
Implement time tables and procedures to identify and track race, sex, national origin and persons with disabilities data regarding who are applying for NRCS vacancies, merit promotion procedures, employee recognition awards, separations, employee training and development, etc. in accordance with EEOC MD-715 requirements.	September 30, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART H

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Attain the Essential Elements of a Model EEO Program**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Not all managers and supervisors have received training on the new procedures for requesting reasonable accommodations.
OBJECTIVE:	Ensure that all managers and supervisors understand NRCS policies and procedures for providing reasonable accommodations.
RESPONSIBLE OFFICIAL:	Director for the Civil Rights Division, the National Disability Employment Program Manager (DEPM), and the Director for the National Employee Development Center (NEDC)
DATE OBJECTIVE INITIATED:	March 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	January 30, 2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Develop training module with the NEDC, which will be available online.	April 30, 2005
Provide training at National Special Emphasis Program Meetings on Reasonable Accommodation procedures.	September 2005
Collateral Duty DEPM's should provide reasonable accommodation training at staff meetings, all employee meetings, etc.	September 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM  
715-01 PART I

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY: 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NRCS has an under representation of Asian American male and female employees, according to the workforce profile.  More specifically, Asian American male and female representation in four of the six NRCS major occupational job series; including Soil Scientist, General Biological Scientist, Civil Engineers and Agricultural Engineer are below that the relative civilian labor force. There are no Asian Americans represented the Rangeland Management Specialist job series.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of Asian American employees in the NRCS workforce.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Lack of a comprehensive management plan to recruit and retain Asian American in NRCS workforce and specifically in our major occupational job categories.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop comprehensive policies and procedures to increase the representation and retention of Asian American NRCS employees.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division and Director Human Resource Management Division
<b>DATE OBJECTIVE INITIATED:</b>	May 6, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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**EEO Plan To Eliminate Identified Barrier**

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Develop specific recruitment and retention plans to increase the representation of Asian Americans in NRCS workforce	July 30, 2005
Identify an action team to develop and implement recruitment program, and upward mobility/career development training program to assist Asian American promotion potential.	Sept 15, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
<p>The Civil Rights Division recently changed the Asian American/Pacific Islander Special Emphasis Program Manager (SEPM) position from a collateral part-time position to a full-time position, in order to place full-time efforts at increasing the representation of Asian Americans in NRCS workforce.</p>	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY: 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	Asian American/Pacific Islander and other minorities feel that they are not welcome in the offices where they are assigned.  Managers and supervisors are not promoting diversity in the workplace and do not know how to deal with employees from different racial and cultural backgrounds.  Employee interviews conducted during compliance reviews.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Managers and supervisors are not being held accountable for developing a diverse workforce.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	N/A
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Ensure all employees receive cultural diversity training during FY 2005.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division and Director Human Resource Management Division
<b>DATE OBJECTIVE INITIATED:</b>	May 6, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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**EEO Plan To Eliminate Identified Barrier**

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Provide Cultural Diversity training to all NRCS employees	Sept 30, 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	
All NRCS employees are required to complete Cultural Diversity training, that has been provided to them by the end of FY 2005.	



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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY: 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NRCS total Asian American/Pacific Islander representation in the workforce is well below the national civilian labor force.  The Pacific Basin and Native Hawaiian employees do not apply for jobs in the mainland because they do not have the return rights, like employees on the mainland.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Workforce demographic analysis and employee interviews during compliance reviews.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	NRCS National Bulletin No. 250-9-17 and Public Law 98-151 on Relocation Entitlements.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Amend NRCS National Bulletin No. 250-9-17 using Public Law 98-151, allowing ALL qualified USDA employees entitlements to Relocation Services including Pac Basin and Native Hawaiian employees.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division and Director Human Resource Management Division
<b>DATE OBJECTIVE INITIATED:</b>	May 6, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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**EEO Plan To Eliminate Identified Barrier**

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE
Develop a waiver extending return rights to Pac Basin and Native Hawaiian employees	Sep 30, 2006
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY: 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NRCS has an under representation of Hispanic male and female employees, according to the workforce demographic profile.  More specifically, Hispanic male and female representation in the Soil Scientist, Agricultural Engineer and General Biological Scientist, are below that of the relative civilian labor force.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of Hispanic employees representation in NRCS workforce.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	Lack of a comprehensive management plan to recruit and retain Hispanic's in NRCS workforce and specifically in our major occupational job categories.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop comprehensive policies and procedures to increase the representation and retention of Hispanic NRCS employees.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division and Director, Human Resource Management Division
<b>DATE OBJECTIVE INITIATED:</b>	May 6, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2007

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**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
Develop specific recruitment and retention plans to increase the representation of Asian Americans in NRCS workforce	July 30, 2005
Identify an action team to develop and implement recruitment program, and upward mobility/career development training program to assist Asian American promotion potential	Sep 30, 005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY: 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NRCS has an under representation of female employees, according to NRCS workforce demographic profile. The overall representation of females constitutes 30.66% of the workforce, compared to 46.81% for the civilian labor force.  More specifically, female representation in the Soil Scientist, General Biological Scientist, positions are below the civilian labor force.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of female employees in NRCS was the determining factor that identified the condition.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.	NRCS has not focused on the recruitment of females for our major occupational jobs as well as addressed retention strategies to promote females within the agency.
<b>OBJECTIVE:</b>  State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.	Develop comprehensive policies and procedures to increase the representation and retention of female NRCS employees.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division and Director, Human Resource Management Division
<b>DATE OBJECTIVE INITIATED:</b>	May 6, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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**EEO Plan To Eliminate Identified Barrier**

<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE</b>
Develop specific recruitment and retention plans to increase the representation of Asian Americans in NRCS workforce	May 6, 2005
Identify an action team to develop and implement recruitment program, and upward mobility/career development training program to assist Asian American promotion potential	Sep 30, 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NRCS Strategic Plan does not incorporate EEO Action Plans. The absence of a Civil Rights goal in the Agency's Strategic Plan may convey a lack of support by its senior leadership regarding equal employment opportunity in NRCS.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	The failure to include a Civil Rights goal in NRCS strategic Plan may be due to the absence of the Civil Rights Division's representation on the Strategic Planning Committee.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the Agency policy, procedure, or practice that has been determined to be the barrier of the undesired condition.	Failure of NRCS to include the Civil Rights Division's goals and objectives in its Strategic Plan.
<b>OBJECTIVE:</b>  State the alternative or revised Agency policy, procedure, or practice to be implemented to correct the undesired condition.	The Civil Rights Division submitted a revision to the FY 2005 Agency Business Plan to include a Civil Rights Goal as follows: "Goal 5: Establish an equal opportunity standard for excellence through a highly skilled workforce which is diverse, at all levels, and ensures a commitment of equal access to NRCS programs and services."
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division & Deputy Chief for Strategic Planning and Accountability.

<b>DATE OBJECTIVE INITIATED:</b>	August 14, 2004
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

<p align="center">EEOC FORM 715-01 PART I</p> <p align="center"><b>EEO Plan To Eliminate Identified Barrier</b></p>
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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Civil Rights Division representation on the NRCS Strategic Planning and Business Planning Committee.	April 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	
<p>The Civil Rights goal has been written and submitted to the Deputy Chief for Strategic Planning and Accountability for the inclusion into the NRCS Business Plan.</p>	



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**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	The need to meet regularly between the Civil Rights Division (CRD) and the Human Resource Management Division (HRMD) to develop new reporting procedures was not previously required. Since EEOC's MD-715 requires Federal Agencies to report workforce information that has not been captured by NRCS before, such as the demographic breakdown of individuals who are applying for NRCS vacancies, etc.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	Reviewing and answering EEOC Self-Assessment Check list.
<b>STATEMENT OF IDENTIFIED BARRIER:</b> Provide a succinct statement of the Agency policy, procedure, or practice that has been determined to be the barrier of the undesired condition.	The Directors for CRD and HRMD were not meeting regularly to review and assess personnel programs to determine if personnel information regarding NRCS employment practices were in accordance with EEOC management directives.
<b>OBJECTIVE:</b>  State the alternative or revised Agency policy, procedure, or practice to be implemented to correct the undesired condition.	A team will be established consisting of Civil Rights Division and Human Resource Management Division employees to ensure regular reviews of personnel EEO policies.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division & Director, Human Resources Management Division
<b>DATE OBJECTIVE INITIATED:</b>	April 1, 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	June 30, 2005

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<b>PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:</b>	<b>TARGET DATE (Must be specific)</b>
Directors for CRD and HRMD meet to discuss establishing a appropriate team to address these issues.	February 2005
Directors select and establish appropriate team.	March 2005
Team will establish time tables and process for collecting personnel information, as required by EEOC MD-715.	April 2005
<b>REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE</b>	

*U.S. Equal Employment Opportunity Commission*

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
EEO Plan To Eliminate Identified Barrier**

<b>FY 2004</b> <b>Natural Resources Conservation Service</b>	
<b>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</b>  Provide a brief narrative describing the condition at issue.  How was the condition recognized as a potential barrier?	NRCS has a severe under representation of employees with targeted disabilities in the "Other" Occupational category, which are primarily made up of student Interns.  This information was determined by the analyzing the Disability Occupational Categories in Table B3.
<b>BARRIER ANALYSIS:</b>  Provide a description of the steps taken and data analyzed to determine cause of the condition.	An analysis of employees with targeted disabilities in NRCS was the determining factor that identified the condition.
<b>STATEMENT OF IDENTIFIED BARRIER:</b>  Provide a succinct statement of the Agency policy, procedure, or practice that has been determined to be the barrier of the undesired condition.	NRCS has not focused on the recruitment of student Interns with targeted disabilities.
<b>OBJECTIVE:</b>  State the alternative or revised Agency policy, procedure, or practice to be implemented to correct the undesired condition.	Develop recruitment strategies specifically geared toward students with disabilities.
<b>RESPONSIBLE OFFICIAL:</b>	Director, Civil Rights Division & Director, Human Resource Management Division
<b>DATE OBJECTIVE INITIATED:</b>	April 2005
<b>TARGET DATE FOR COMPLETION OF OBJECTIVE:</b>	September 30, 2005

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**EEO Plan To Eliminate Identified Barrier**

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
Ensure NRCS is represented at the Workforce Recruitment Program for people with disabilities recruitment interviews.	February 2005
Disability Employment Program Managers will develop a network with university student disability liaisons.	May 2005
The Civil Rights Division and the Human Resource Management Division will develop strategies specifically for students with disabilities.	August 2005
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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**Natural Resources Conservation Service**

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT  
Special Program Plan for the Recruitment, Hiring, and Advancement of  
Individuals With Targeted Disabilities**

<b>PART I Department or Agency Information</b>	1. Agency		1. U.S. Department of Agriculture				
	1.a. 2 <sup>nd</sup> Level Component		1.a. Natural Resources Conservation Service				
	1.b. 3 <sup>rd</sup> Level or lower		1.b.				
<b>PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities</b>	Enter Actual Number at the ...	... beginning of FY 2004.		... end of FY 2004.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	11,987	100.00%	12,211	100.00%	224	1.9%
	Reportable Disability	996	8.3%	996	8.2%	0	0.0%
	Targeted Disability*	131	1.1%	134	1.1%	3	2.3%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see Note below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					*NRCS does not collect this data	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					*NRCS does not collect this data	

**NOTE:** The rate of change for persons with targeted disabilities (2.3%) is greater than the rate of change for the total workforce (1.9%). Therefore, NRCS increased the representation of employees with targeted disability at a rate greater than the overall workforce increase for FY 2004.

PART III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs  *NRCS does not collect this data	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	*N/A								
4. Non-Competitive Promotions	*N/A								
5. Employee Career Development Programs	*N/A								
5.a. Grades 5 - 12	*N/A								
5.b. Grades 13 - 14	*N/A								
5.c. Grade 15/SES	*N/A								
6. Employee Recognition and Awards	*N/A								
6.a. Time-Off Awards (Total hrs awarded)	*N/A								
6.b. Cash Awards (total \$\$\$ awarded)	*N/A								
6.c. Quality-Step Increase	*N/A								
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
<b>Part IV</b>  Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities <b>using FORM 715-01 PART I</b> . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers. <b>(Please refer to form 715-01 part I for NRCS analysis)</b>								
<b>Part V</b>  Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will affect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives, and strategies described below should focus on internal, as well as external sources of candidates, and include discussions of activities undertaken to identify individuals with targeted disabilities who can be: (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher</p>								

level or with greater potential than the position currently occupied.

**NRCS New Recruitment Strategies**

1. NRCS will continue its recruitment efforts under the mandate of Executive Order 16163.
2. NRCS will continue to utilize internal and external resources to identify qualified individuals with disabilities.
3. NRCS will continue to use the Workforce Recruitment Program for college students with disabilities to employ students in the summer, internships and student career education and permanent appointments programs.
4. NRCS will identify colleges and universities that have the potential to yield graduates majoring in our critical mission occupations and collaborate with Disability Directors at local colleges and universities to share vacancy announcements, participate in career fairs, and conduct on-campus training sessions on how to apply for Federal employment.

## Natural Resources Conservation Service FY 2004 Report

**Table A1: TOTAL WORKFORCE** Distribution by Race/Ethnicity and Sex

[illegible]**TOTAL: Permanent Full-time and Permanent Part-Time**

Prior FY	#	11,987	8,404	3,583	323	137	7,210	2,934	577	375	66	44	n/a	n/a	228	93	n/a	n/a
	%	100	70.1	29.9	2.7	1.1	60.1	24.5	4.8	3.1	0.6	0.4			1.9	0.8		
Current FY	#	12,211	8,467	3,744	329	145	7,253	3,059	587	392	64	48	n/a	n/a	234	100	n/a	n/a
	%	100	69.3	30.7	2.7	1.2	59.4	25.1	4.8	3.2	0.5	0.4			1.9	0.8		
CLF (2000)	%	100%	53.2%	46.8%	6.2%	4.5%	39.0%	33.7%	4.8%	5.7%	1.9%	1.7%	0.1%	0.1%	0.3%	0.3%	0.8%	0.8%
Difference	#	224	63	161	6	8	43	125	10	17	-2	4			6	7		
Ratio Change	%		-0.8	0.8	0.0	0.1	-0.7	0.6	0.0	0.1	-0.1	0.0			0.0	0.0		
Net Change	%	1.9	0.7	4.5	1.9	5.8	0.6	4.3	1.7	4.5	-3.0	9.1	n/a	n/a	2.6	7.5	n/a	n/a

**\*PERMANENT: (See Table Above)**

[illegible]



Table A1: TOTAL WORKFORCE Distribution by Race/Ethnicity and Sex

Employment Tenure	TOTAL EMPLOYEES			RACE/ETHNICITY													
				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	male	female														

\*TEMPORARY: NRCS does not maintain this data

Prior FY	#	N/A															
	%																
Current FY	#	N/A															
	%	100%															
Difference	#																
	%																
Ratio Change																	
Net Change	%																

\*NON-APPROPRIATED: NRCS does not employ non-appropriated funded employees

Prior FY	#	N/A															
	%																
Current FY	#	N/A															
	%	100%															
Difference	#																
	%																
Ratio Change																	
Net Change	%																

Note: **Bold** numbers indicate under representation when compared to the 2000 Census Civilian Labor Force (CLF) data. \*NRCS does not collect this data.

**Table A2: TOTAL WORKFORCE BY COMPONENT** \*(NRCS does not have Component agencies.)

[illegible]

## Natural Resources Conservation Service FY 2004 Report

**Table A3-1: OCCUPATIONAL CATEGORIES by PATCOB      Distribution by Race/Ethnicity and Sex**

[illegible]

Table A3-1: OCCUPATIONAL CATEGORIES by PATCOB    Distribution by Race/Ethnicity and Sex

Occupational Categories		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Blue Collar	#	9	9	0	2	0	6	0	1	0	0	0	n/a	n/a	0	0	n/a	n/a
	%	100%	100	0.0	22.2	0.0	66.7	0.0	11.1	0.0	0.0	0.0			0.0	0.0		
	CLF		85.9	14.1	8.7	1.5	65.4	9.8	9.1	2.2	8.7	1.5			0.8	0.2		

NOTE: **Bold** numbers indicate under representation when compared to the 2000 Census Civilian Labor Force (CLF) data. \*NRCS does not collect this data.

Due to the fact that NRCS's National Finance Center has not yet collected data in accordance with EEOC's MD-715 requirements, we are submitting the workforce data we have available by Professional, Administrative, Technical, Clerical, Other and Blue Collar (PATCOB) categories.

Table A4-1: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex

GS, SES, and Related Grade		TOTAL GS & SES EMPLOYEES 12,202			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
GS - 01	#	2	0	2	0	0	0	1	0	0	0	1	n/a	n/a	0	0	n/a	n/a
	%	<0.1	0.0	100.0	0.0	0.0	0.0	50.0	0.0	0.0	0.0	50.0			0.0	0.0		
GS - 02	#	14	8	6	0	0	3	4	4	1	0	1	n/a		1	0	n/a	n/a
	%	0.1	57.1	42.9	0.0	0.0	21.4	28.6	28.6	7.1	0.0	7.1			7.1	0.0		
GS - 03	#	77	40	37	6	2	25	23	7	8	1	0	n/a	n/a	1	4	n/a	n/a
	%	0.6	51.9	48.1	7.8	2.6	32.5	29.9	9.1	10.4	1.3	0.0			1.3	5.2		
GS - 04	#	341	170	171	16	9	133	135	16	19	0	3	n/a	n/a	5	5	n/a	n/a
	%	2.8	49.9	50.1	4.7	2.6	39.0	39.6	4.7	5.6	0.0	0.9			1.5	1.5		
GS - 05	#	573	248	325	9	16	212	277	16	20	5	5	n/a	n/a	6	7	n/a	n/a
	%	4.7	43.3	56.7	1.6	2.8	37.0	48.3	2.8	3.5	0.9	0.9			1.0	1.2		
GS - 06	#	442	205	237	5	9	180	194	9	29	1	1	n/a	n/a	10	4	n/a	n/a
	%	3.6	46.4	53.6	1.1	2.0	40.7	43.9	2.0	6.6	0.2	0.2			2.3	0.9		
GS - 07	#	1,645	930	715	34	41	792	582	69	66	4	7	n/a	n/a	31	19	n/a	n/a
	%	13.5	56.5	43.5	2.1	2.5	48.1	35.4	4.2	4.0	0.2	0.4			1.9	1.2		
GS - 08	#	507	397	110	24	3	335	89	14	16	3	2	n/a	n/a	21	0	n/a	n/a
	%	4.2	78.3	21.7	4.7	0.6	66.1	17.6	2.8	3.2	0.6	0.4			4.1	0.0		
GS - 09	#	1,597	1,003	594	54	23	850	482	69	66	8	9	n/a	n/a	22	14	n/a	n/a
	%	13.1	62.8	37.2	3.4	1.4	53.2	30.2	4.3	4.1	0.5	0.6			1.4	0.9		
GS - 10	#	30	21	9	2	0	19	6	0	3	0	0	n/a	n/a	0	0	n/a	n/a
	%	0.2	70.0	30.0	6.7	0.0	63.3	20.0	0	10.0	0.0	0.0			0.0	0.0		
GS - 11	#	2,841	2,114	727	79	19	1,838	628	126	54	11	5	n/a	n/a	60	21	n/a	n/a
	%	23.3	74.4	25.6	2.8	0.7	64.7	22.1	4.4	1.9	0.4	0.2			2.1	0.7		

**Table A4-1: PARTICIPATION RATES FOR GENERAL SCHEDULE (GS) GRADES by Race/Ethnicity and Sex**

GS, SES, and Related Grade		TOTAL GS & SES EMPLOYEES 12,202			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
GS - 12	#	3,041	2,478	563	63	19	2,201	465	139	46	18	11	n/a	n/a	57	22	n/a	n/a
	%	24.9	81.5	18.5	2.1	0.6	72.4	15.3	4.6	1.5	0.6	0.4			1.9	0.7		
GS - 13	#	623	484	139	16	0	383	95	64	39	8	2	n/a	n/a	13	3	n/a	n/a
	%	5.1	77.7	22.3	2.6	0.0	61.5	15.2	10.3	6.3	1.3	0.3			2.1	0.5		
GS - 14	#	288	217	71	9	3	175	46	29	20	2	1	n/a	n/a	2	1	n/a	n/a
	%	2.4	75.3	24.7	3.1	1.0	60.8	16.0	10.1	6.9	0.7	0.3			0.7	0.3		
GS - 15	#	158	124	34	9	1	88	28	20	5	3	0	n/a	n/a	4	0	n/a	n/a
	%	1.3	78.5	21.5	5.7	0.6	55.7	17.7	12.7	3.2	1.9	0.0			2.5	0.0		
All Other (Unspecified GS)	#	N/A																
	%																	
Senior Executive Service	#	23	19	4	1	0	13	4	4	0	0	0	n/a	n/a	1	0	n/a	n/a
	%	0.2	82.6	17.4	4.3	0.0	56.5	17.4	17.4	0.0	0.0	0.0			4.3	0.0		

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**Table A5-1: PARTICIPATION RATES FOR WAGE GRADES by Race/Ethnicity and Sex**

Wage Grades		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Grade - 01	#	0																
	%	100%																
Grade - 02	#	0																
	%	100%																
Grade - 03	#	0																
	%	100%																
Grade - 04	#	2	2	0	1	0	1	0	0	0	0	0	n/a	n/a	0	0	n/a	n/a
	%	100%	100.0	0.0	50.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0			0.0	0.0		
Grade - 05	#	1	1	0	0	0	1	0	0	0	0	0	n/a	n/a	0	0	n/a	n/a
	%	100%	100.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0			0.0	0.0		
Grade - 06	#	0																
	%	100%																
Grade - 07	#	2	2	0	0	0	1	0	1	0	0	0	n/a	n/a	0	0	n/a	n/a
	%	100%	100.0	0.0	0.0	0.0	50.0	0.0	50.0	0.0	0.0	0.0			0.0	0.0		
Grade - 08	#	2	2	0	1	0	1	0	0	0	0	0	n/a	n/a	0	0	n/a	n/a
	%	100%	100.0	0.0	50.0	0.0	50.0	0.0	0.0	0.0	0.0	0.0			0.0	0.0		
Grade - 09	#	0																
	%	100%																
Grade - 10	#	2	2	0	0	0	2	0	0	0	0	0	n/a	n/a	0	0	n/a	n/a
	%	100%	100.0	0.0	0.0	0.0	100.0	0.0	0.0	0.0	0.0	0.0			0.0	0.0		

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**Table A5-1: PARTICIPATION RATES FOR WAGE GRADES by Race/Ethnicity and Sex**

[illegible]



**Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS Distribution by Race/Ethnicity and Sex**

Job Title/Series Agency Rate Occupational CLF		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
PROFESSIONAL		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Soil Conservationist	#	4,391	3,340	1,051	109	38	2,875	896	251	73	19	13	n/a	n/a	86	31	n/a	n/a
0457	%	100%	76.1	23.9	2.5	0.9	65.5	20.4	5.7	1.7	0.4	0.3			2.0	0.7		
Forestry & Cons Scientist CLF			86.8	13.2	2.2	0.4	79.7	12.0	2.6	0.5	0.6	0.2			1.6	0.2		
Soil Science	#	934	811	123	15	4	710	109	65	7	6	3	n/a	n/a	15	0	n/a	n/a
0470	%	100%	86.8	13.2	1.6	0.4	76.0	11.7	7.0	0.7	0.6	0.3			1.6	0.0	n/a	n/a
Ag & Food Scientist CLF			73.3	26.7	3.2	1.0	65.2	22.7	2.4	1.7	2.3	1.1			0.2	0.1		
General Biological Scientist	#	875	689	186	40	6	557	163	65	9	1	1	n/a	n/a	26	7	n/a	n/a
0401	%	100%	78.7	21.3	4.6	0.7	63.7	18.6	7.4	1.0	0.1	0.1			3.0	0.8		
Biological & Life Scientist CLF			58.3	41.7	1.8	1.4	50.4	34.8	1.8	2.1	3.9	3.4			0.3	0.1		
Civil Engineering	#	562	492	70	11	5	446	55	10	5	12	1	n/a	n/a	13	4	n/a	n/a
0801	%	100%	87.5	12.5	2.0	0.9	79.4	9.8	1.8	0.9	2.1	0.2			2.3	0.7		
Civil Engineers CLF			93.0	7.0	3.3	0.3	79.2	5.5	2.7	0.4	7.4	0.7			0.3	0.0		
Rangeland Mgmt. Specialist	#	268	199	69	19	1	173	66	1	0	0	0	n/a	n/a	6	2	n/a	n/a
0454	%	100%	74.3	25.7	7.1	0.4	64.6	24.6	0.4	0.0	0.0	0.0			2.2	0.7		
Forestry & Cons Scientist CLF			86.8	13.2	2.2	0.4	79.7	12.0	2.6	0.5	0.6	0.2			1.6	0.2		
Agricultural Engineer	#	249	181	68	8	4	162	59	6	1	3	3	n/a	n/a	2	2	n/a	n/a
0890	%	100%	72.7	27.3	3.2	1.6	65.1	23.7	2.4	0.4	1.2	0.8			0.8	0.8		
Agricultural Engineer CLF			72.7	27.3	3.2	1.6	65.1	23.7	2.4	0.4	1.2	0.8			0.8	0.8		

**Note:** Bold percentages indicate under representation for the EEO group compared to the "Professional Occupation" Relevant Civilian Labor Force (RCLF). The RCLF represent the professional civilian labor force data of employees performing similar duties. The most current RCLF data available comes from the 1990 Census.

**Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS Distribution by Race/Ethnicity and Sex**

Job Title/Series Agency Rate Occupational CLF		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
ADMINISTRATIVE		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Information Tech Spec	#	288	159	129	8	3	133	108	8	14	7	3	n/a	n/a	3	1	n/a	n/a
2210	%	100%	55.2	<b>44.8</b>	2.8	<b>1.0</b>	46.2	<b>37.5</b>	2.8	<b>4.9</b>	2.4	<b>1.0</b>			1.0	0.3		
Administrative CLF			50.0	50.0	2.6	2.6	42.1	40.4	3.6	5.3	1.4	1.4			0.3	0.3		
Personnel Management	#	115	21	94	1	4	15	64	4	18	0	1	n/a	n/a	1	7	n/a	n/a
0201	%	100%	18.3	81.7	<b>0.9</b>	3.5	13.0	55.7	<b>3.5</b>	15.7	<b>0.0</b>	<b>0.9</b>			0.9	6.1		
Administrative CLF			50.0	50.0	2.6	2.6	42.1	40.4	3.6	5.3	1.4	1.4			0.3	0.3		
Public Affairs	#	90	28	62	0	0	27	53	0	6	0	1	n/a	n/a	1	2	n/a	n/a
1035	%	100%	31.1	68.9	<b>0.0</b>	<b>0.0</b>	30.0	58.9	<b>0.0</b>	6.7	<b>0.0</b>	<b>1.1</b>			1.1	2.2		
Administrative CLF			50.0	50.0	2.6	2.6	42.1	40.4	3.6	5.3	1.4	1.4			0.3	0.3		
Budget Analyst	#	87	21	66	1	2	17	44	3	17	0	3	n/a	n/a	0	0	n/a	n/a
0560	%	100%	24.1	75.9	1.1	<b>2.3</b>	19.5	50.6	<b>3.4</b>	19.5	<b>0.0</b>	<b>3.4</b>			<b>0.0</b>	<b>0.0</b>		
Administrative CLF			50.0	50.0	2.6	2.6	42.1	40.4	3.6	5.3	1.4	1.4			0.3	0.3		
Mgmt. & Program Analyst	#	81	33	48	4	2	19	30	8	13	1	1	n/a	n/a	1	2	n/a	n/a
0343	%	100%	40.7	59.3	4.9	<b>2.5</b>	23.5	<b>37.0</b>	9.9	16.0	<b>1.2</b>	<b>1.2</b>			1.2	2.5		
Administrative CLF			50.0	50.0	2.6	2.6	42.1	40.4	3.6	5.3	1.4	1.4			0.3	0.3		
	#																	
	%																	

Note: **Bold** percentages indicate under representation for the EEO group compared to the Civilian Labor Force (CLF).

**Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS Distribution by Race/Ethnicity and Sex**

Job Title/Series Agency Rate Occupational CLF		TOTAL EMPLOYEES			RACE/ETHNICITY																	
					Hispanic or Latino																	
							White		Black or African American		Asian		Native Hawalian or Other Pacific Islander		American Indian or Alaska Native		Two or more races					
TECHNICAL		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female				
Soil Conservation Tech	#	1,394	1,101	293	31	7	977	270	45	5	31	7	n/a	n/a	44	10	n/a	n/a				
0458	%	100%	79.0	21.0	2.2	0.5	70.1	19.4	3.2	0.4	0.3	0.1			3.2	0.7						
Technical CLF			45.1	54.9	3.2	3.4	36.1	42.9	3.6	6.6	1.9	1.6			0.4	0.4						
Engineering Tech	#	446	405	41	24	0	349	40	19	0	1	0	n/a	n/a	12	1	n/a	n/a				
0802	%	100%	91.0	9.2	5.4	0.0	78.3	9.0	4.3	0.0	0.2	0.0			2.7	0.2						
Technical CLF			45.1	54.9	3.2	3.4	36.1	42.9	3.6	6.6	1.9	1.6			0.4	0.4						
Misc. Clerk & Asst.	#	250	8	242	0	9	4	177	3	47	0	3	n/a	n/a	1	6	n/a	n/a				
0303	%	100%	0.3	97.0	0.0	3.6	1.6	70.8	1.2	18.8	0.0	1.2			0.4	2.4						
Technical CLF			45.1	54.9	3.2	3.4	36.1	42.9	3.6	6.6	1.9	1.6			0.4	0.4						
Cartographic Tech	#	99	47	52	6	5	30	37	8	8	2	0	n/a	n/a	1	2	n/a	n/a				
1371	%	100%	47.5	52.5	6.1	5.1	30.3	37.4	8.1	8.1	2.0	0.0			1.0	2.0						
Technical CLF			45.1	54.9	3.2	3.4	36.1	42.9	3.6	6.6	1.9	1.6			0.4	0.4						
	#																					
	%																					
	#																					
	%																					

Note: **Bold** percentages indicate under representation for the EEO group compared to the Civilian Labor Force (CLF).

**Table A6: PARTICIPATION RATES FOR MAJOR OCCUPATIONS Distribution by Race/Ethnicity and Sex**

Job Title/Series Agency Rate Occupational CLF		TOTAL EMPLOYEES			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
CLERICAL		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Secretary	#	266	2	264	0	10	2	218	0	29	0	3	n/a	n/a	0	4	n/a	n/a
0318	%	100%	0.8	99.2	<b>0.0</b>	10.9	0.8	82.0	<b>0.0</b>	10.9	<b>0.0</b>	<b>1.1</b>			<b>0.0</b>	1.5		
Clerical CLF			19.5	80.5	1.7	5.2	14.0	63.4	2.8	9.6	0.8	1.9			0.1	0.5		
Misc. Clerk & Asst.	#	55	3	52	0	3	1	47	1	2	0	0	n/a	n/a	1	0	n/a	n/a
0303	%	100%	5.5	94.5	<b>0.0</b>	5.5	1.8	85.5	<b>1.8</b>	<b>3.6</b>	<b>0.0</b>	<b>0.0</b>			1.8	<b>0.0</b>		
Clerical CLF			19.5	80.5	1.7	5.2	14.0	63.4	2.8	9.6	0.8	1.9			0.1	0.5		
OTHER		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Bio. Sci. Student Trainee	#	346	178	168	17	13	131	117	25	28	0	3	n/a	n/a	5	7	n/a	n/a
0499	%	100%	51.4	48.6	4.9	3.8	37.9	33.8	<b>7.2</b>	8.1	<b>0.0</b>	0.9			1.4	2.0		
Other CLF			84.3	15.7	4.8	1.0	67.6	11.2	9.7	3.2	1.2	0.3			0.9	0.2		
Eng. & Arch. Stud. Training	#	74	50	24	10	3	33	16	5	4	1	1	n/a	n/a	1	0	n/a	n/a
0899	%	100%	67.6	32.4	13.5	4.1	44.6	21.6	<b>6.8</b>	5.4	1.4	1.4			1.4	<b>0.0</b>		
Other CLF			84.3	15.7	4.8	1.0	67.6	11.2	9.7	3.2	1.2	0.3			0.9	0.2		
	#																	
	%																	
	#																	
	%																	

Note: **Bold** percentages indicate under representation for the EEO group compared to the Civilian Labor Force (CLF)

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**Table A7: APPLICANTS AND HIRES FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex**

*NRCS does not yet capture this data	TOTAL			RACE/ETHNICITY													
				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
<b>Job Title/Series: N/A</b>																	
Total Received	#	*n/a															
Voluntarily Identified	#																
	%																
Qualified of those Identified	#																
	%																
Selected of those Identified	#																
	%																
CLF																	
<b>Job Title/Series:</b>																	
Total Received	#	*n/a															
Voluntarily Identified	#																
	%																
Qualified of those Identified	#																
	%																
Selected of those Identified	#																
	%																
CLF																	

**NOTE: \*NRCS does not yet capture this data.**

**Table A8: NEW HIRES BY TYPE OF APPOINTMENT** Distribution by Race/Ethnicity and Sex

Type of Appointment As of  *NRCS Does Not yet Track this Data		TOTAL			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Permanent	#	N/A																
	%																	
Temporary	#	N/A																
	%																	
Non-Appropriated	#	N/A																
	%																	
TOTAL	#	N/A																
	%	100%																
CLF	%	100%																

**NOTE:** \*NRCS does not yet capture this data.

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**Table A9: SELECTIONS FOR INTERNAL COMPETITIVE PROMOTIONS FOR MAJOR OCCUPATIONS by Race/Ethnicity and Sex**

[illegible]

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**Table A 10: NON-COMPETITIVE PROMOTIONS - TIME IN GRADE - Distribution by Race/Ethnicity and Sex**

Type of Appointment		TOTAL			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
*NRCS Does not Collect This Data		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Total Employees Eligible for Career Ladder Promotions	#	*N/A																
	%																	
Time in grade in excess of minimum																		
1 - 12 months	#	*N/A																
	&																	
13 -24 months	#	*N/A																
	%																	
25 + months	#	*N/A																
	%																	

**NOTE: \*NRCS does not yet collect this data.**



**Table A11: INTERNAL SELECTIONS FOR SENIOR LEVEL POSITIONS (GS 13/14, GS 15, and SES) by Race/Ethnicity and Sex**

*NRCS Does Not Collect This Data	TOTAL			RACE/ETHNICITY													
				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Grade(s) of Vacancy: *N/A																	
Total Applications	#	*N/A															
Applications Received	%	100%															
Qualified	#																
	%																
Selected	#																
	%																
Relevant Pool																	
Grade(s) of Vacancy: *N/A																	
Total Applications	#	*N/A															
Applications Received	%	100%															
Qualified	#																
	%																
Selected	#																
	%																
Relevant Pool																	

**NOTE:** \*NRCS does not yet collect this data.

Relevant Pool includes all employees in the next lower pay grade and in all series that qualify them for the position announced.

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**Table A12: PARTICIPATION IN CAREER DEVELOPMENT by Race/Ethnicity and Sex**

*NRCS Does Not Collect This Data	TOTAL			RACE/ETHNICITY															
				Hispanic or Latino															
						White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races			
	All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female		

**Career Development Programs for GS 5 - 12: \*N/A**

Slots	#	*n/a																	
Relevant Pool	%																		
Applied	#																		
	%																		
Participants	#																		
	%																		

**Career Development Programs for GS 13 - 14: \*N/A**

Slots	#	*n/a																	
Relevant Pool	%																		
Applied	#																		
	%																		
Participants	#																		
	%																		

**Career Development Programs for GS 15 and SES: \*N/A**

Slots	#	*n/a																	
Relevant Pool	%																		
Applied	#																		
	%																		
Participants	#																		
	%																		

**NOTE: \*NRCS does not yet collect this data.**

Table A13: EMPLOYEE RECOGNITION AND AWARDS - Distribution by Race/Ethnicity and Sex

Recognition or Award Program # Awards Given Total cash	TOTAL			RACE/ETHNICITY													
				Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
	All	male	female														

Time-Off awards - 1-9 hours \*NRCS does not collect this data.

Total Time-Off Awards	#	n/a															
	%																
Total Hours																	
Average hours																	

Cash Awards - \$100 - \$500 \*NRCS does not collect this data by Award Amount.

Total Cash Awards	#	n/a															
	%																
Total Amount																	
Average Amount																	

Total Cash Awards -

Total Cash Awards	#	6,139	4,038	2,101	174	88	3,476	1,662	246	267	31	28	n/a	n/a	111	56	n/a	n/a
	%	100%	65.8	34.2	2.8	1.4	56.6	27.1	4.0	4.3	0.5	0.5			1.8	0.9		
Total Amount		4,823,857	3,216,984	1,606,873	138,628	86,682	2,717,238	1,190,587	215,124	269,066	24,884	19,507			121,110	41,031		
Average Amount		785.77	796.67	764.81	796.71	985.02	781.71	716.35	874.48	1007.73	802.71	696.67			1091.08	732.69		

Quality Step Increases (QSIs):

Total QSIs Awarded	#	409	254	155	11	2	211	126	23	24	1	1	n/a	n/a	8	2	n/a	n/a
	%	100%	62.1	37.9	2.7	0.5	51.6	30.8	5.6	5.9	0.2	0.2			2.0	0.5		
Total Benefit		n/a																
Average Benefit		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	--	--	n/a	n/a	--	--

**Table A14: SEPARATIONS by Type of Separation - Distribution by Race/Ethnicity and Sex**

		TOTAL			RACE/ETHNICITY													
					Hispanic or Latino		White		Black or African American		Asian		Native Hawaiian or Other Pacific Islander		American Indian or Alaska Native		Two or more races	
		All	male	female	male	female	male	female	male	female	male	female	male	female	male	female	male	female
Voluntary	#	503	343	160	10	7	306	127	21	18	1	4	n/a	n/a	5	4	n/a	n/a
	%	100%	68.2	31.8	2.0	1.4	60.8	25.2	4.2	3.6	0.2	0.8			1.0	0.8		
Involuntary	#	18	8	10	0	1	7	8	1	1	0	0	n/a	n/a	0	0	n/a	n/a
	%	100%	44.4	55.6	0.0	5.6	38.9	44.4	5.6	5.6	0.0	0.0			0.0	0.0		
Total Separations	#	521	351	170	10	8	313	135	22	19	1	4	n/a	n/a	5	4	n/a	n/a
	%	100%	67.4	32.6	1.9	1.5	60.1	25.9	4.2	3.6	0.2	0.8			1.0	0.8		
Total Workforce	#	12,211	8,467	3,744	329	145	7,253	3,059	587	392	64	48	n/a	n/a	234	100	n/a	n/a
	%	100%	69.3	30.7	2.7	1.2	59.4	25.1	4.8	3.2	0.5	0.4			1.9	0.8		

NOTE: **Bold** Involuntary separations rates which are greater than the total workforce of that EEO Group requires further analysis.

**Table B1: TOTAL WORKFORCE Distribution by Disability [OPM Form 256 Self-Identification Codes]**

**TOTAL: NRCS Permanent Full-Time and Permanent Part-Time**

**PERMANENT: See Table Above**

**TEMPORARY: NRCS Does not collect data on Temporary Employees**

[illegible]

## Natural Resources Conservation Service FY 2004 Report:

**Table B1: TOTAL WORKFORCE    Distribution by Disability [OPM Form 256 Self-Identification Codes]**

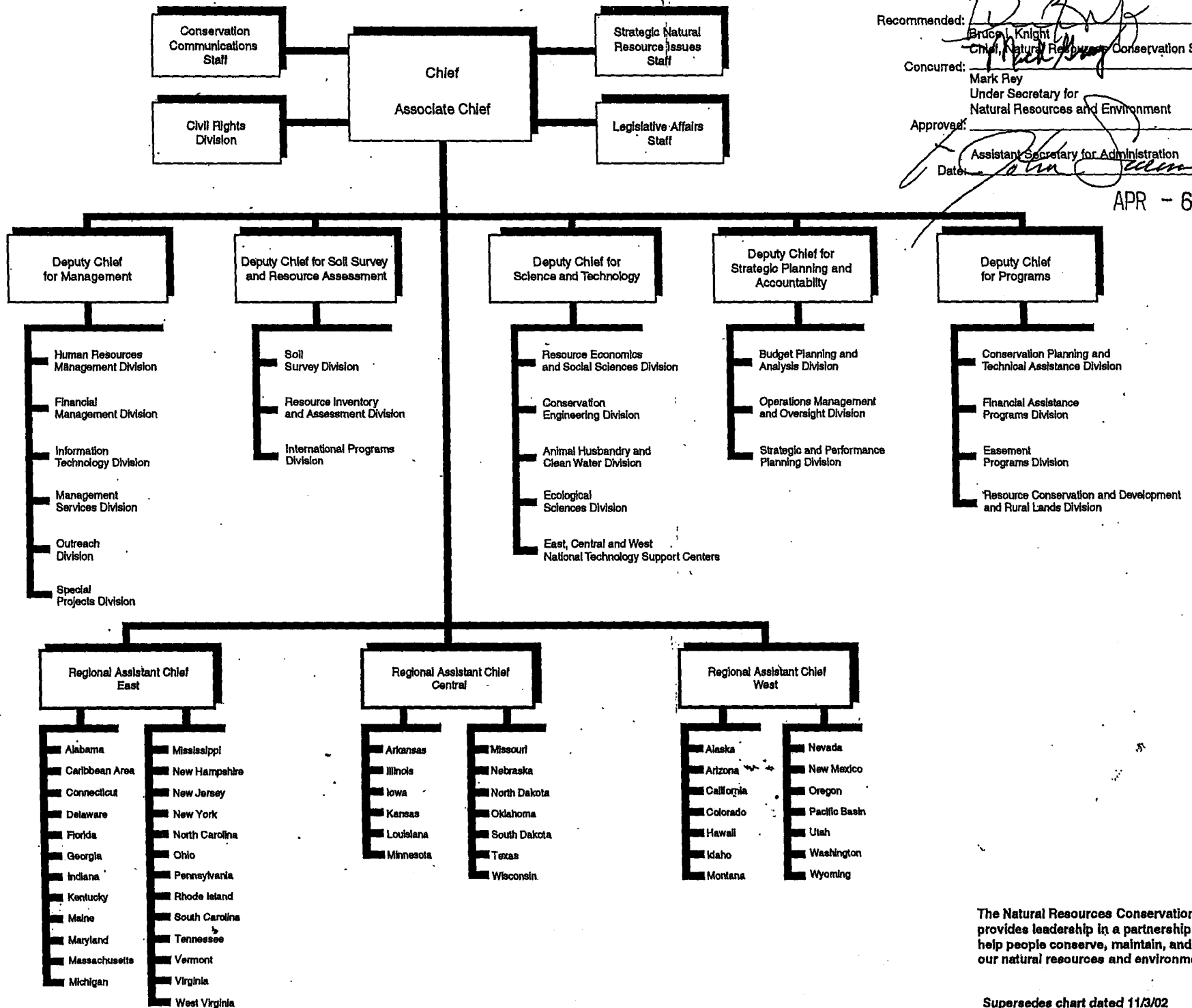
[illegible]

**NON-APPROPRIATED NRCS has NO Employees in this category**

[illegible]

**Table B3-1: OCCUPATIONAL CATEGORIES**    **Distribution by Disability**

[illegible]



Recommended: *[Signature]*  
Bruce L. Knight  
Chief, Natural Resources Conservation Service

Concurred: *[Signature]*  
Mark Rey  
Under Secretary for  
Natural Resources and Environment

Approved: *[Signature]*  
Assistant Secretary for Administration  
Date: *[Signature]*

APR - 6 2004

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

Supersedes chart dated 11/3/02